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Training Overview	
≻Introductions	
≻FWA Reporting	
Policy and Procedure Guide Overview	
➤ Recent Administrative Rule Changes	
➤ Required Reporting	
CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS.	
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Crant Dequirements Sources	
Grant Requirements Sources	
Texas Health and Safety Code Chapter 102	
> Texas Administrative Code, Title 25, Chapters 701–703	
> CPRIT Policies and Procedures Guide	
<ul> <li>Uniform Grant Management Standards</li> <li>Grant Contract</li> </ul>	
> Request for Applications (RFA)	
> Instructions for Applications (IFA)	
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Fraud, Waste, & Abuse	



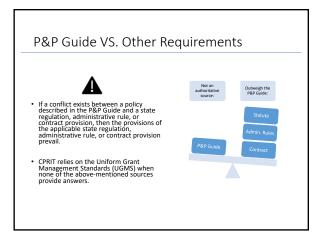


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Policies & Procedures Guide

### Sources of CPRIT Requirements Constitution CPRIT's statute Administrative Grant Contract Proteins & Protection of Offices Constitution Constitution

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### Where to find the latest P&P Guide 1. Go to https://cprit.texas.gov/ 2. Click on "About Us" in the top header 3. Click on the "Statute, Rules, and Grant Policies Guide" tab on the right-hand side of the page 4. Scroll down to Grant Policy Guides section and click on "CPRIT Policies and Procedures Guide" Guides Section and Procedures Guide" Guides Section and Procedures Guide" The section of the page of the

### Locating P&P Guide Updates

- Refer to the Version Control section at the beginning of the document.
- The Version Control section outlines which sections within the P&P Guide received updates from the previous edition.



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### How to Use the P&P Guide

- Each chapter is broken up into sections with descriptive headings. For the most part, the P&P Guide is organized in a chronological order to follow the life of a grant from application to close out.
- To find specific terms within the P&P Guide:

  • Use "Ctrl + F" on a PC

  • Use "Command + F" on a Mac



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### Receive Notification of Updates



Subscribe to CPRIT's listserv (if you don't already receive CPRIT emails) by clicking on "Sign Up for Our Newsletter" in the footer of the CPRIT website.



### Administrative Rules

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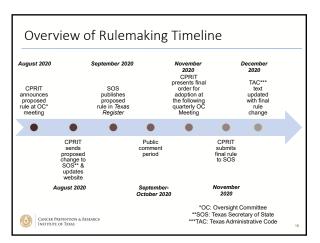
### Rulemaking Process & Importance As a state agency, CPRIT must follow the specific requirements of the Administrative Procedure Act (Tex. Gov't Code Chapter 2001) when the agency proposes new rules or changes to existing rules.

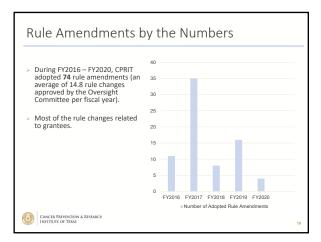
Many grantee requirements are found in CPRIT's administrative rules, which is why it's important for grantees to be familiar with the rulemaking process.

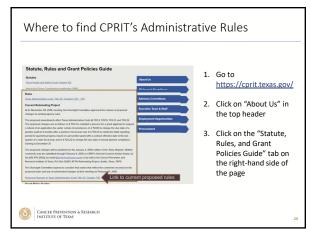


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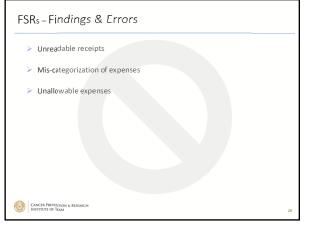
# Recent Administrative Rule Changes 1. Reimbursement of Clinical Trial Participation Costs\* 2. CPRIT Acknowledgement in Publications 3. Minimum Level of Effort Requirements in an RFA 4. Reimbursement of Professional Association Dues \*Proposed at the May 19, 2021, Oversight Committee meeting

1	Reimbursement of Clinical Trial Participation Costs		
>	Allows CPRIT to reimburse a grantee the following costs that a cancer clinical trial participant may have associated with their participation in a clinical trial, including:		
	<ol> <li>transportation, including car mileage, bus fare, taxi or ride hailing fare exclusive of tips, and commercial economy class airfare within the borders of the State of Texas;</li> </ol>		
	lodging; and     a cost reimbursed under a cancer clinical trial participation program established under Texas Health and Safety Code Chapter 50.	-	
>	In order to be eligible for reimbursement, the expense must be included in a grantee's approved budget.		
>	TAC § 703.26; proposed at the May 19, 2021, Oversight Committee meeting; undergoing public comment.		
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2	. CPRIT Acknowledgement		
	Grantees are required to acknowledge CPRIT funding in any publication that that reports information developed with CPRIT grant funds.		
	> The amendment requires grantees to include the CPRIT grant ID		
	number(s) when acknowledging CPRIT funding.  Effective date: September 1, 2021		
	> TAC § 703.10		
		-	
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3	. Minimum Level of Effort Requirements in an RFA		
	CPRIT may specify the minimum level of effort, if any, of a Principal Investigator, co-Principal Investigator, or other specified key personnel must maintain for the grant project in a Request for Applications (RFA).		
	> TAC § 703.3(b)(4)		
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4. Reimbursement of Professional Association Fees  - Professored encodation recognishes are of all so the inflictual engine of the encodation of the encodation for the encodation for the encodation of the encod		]
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Administrative Rule Changes Q & A  Financial Status Reports (FSR)	<ul> <li>Professional association membership fees or dues for an individual employed by a grant recipient are not allowable for reimbursement</li> </ul>	
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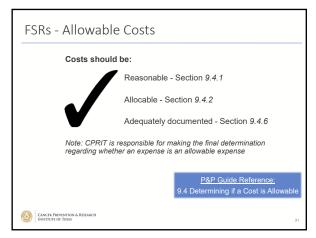
# FSRs – Findings & Errors No Justification for expenses paid in prior period that are included on current FSR Amounts on an invoice do not match the amount shown on the ledger Multiple items on the same invoice and only requesting part of the total invoice amount CONCER PREVIOUS & BEHAMICH CONCER PREVIOUS & BEHAMICH 28

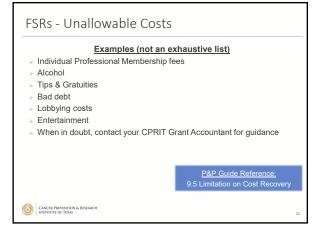
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# FSRs – Findings & Errors Multiple invoices represented as lump sum on general ledger Foreign currency exchange rate sheets per the day of purchase (or inclusion of credit card statements showing rate of exchange) Documentation is not legible because of how it is scanned





# FSRs - Reporting No disbursement of grants funds will be made until all required financial and programmatic reports are approved If errors are made and adequate information is not provided, report will be disapproved and sent back for rework Allow enough time for ASO approval and submission before deadline

### FSRs - Support Documentation

- $\,\succ\,$  Should be in same order as amounts listed on the expenditure report
- > Should include payment dates for all transactions
- > Should include the following:

  - > expense categories > itemized expenses and invoices by category
  - > description of items
  - > date paid

  - > amount paid > expense totals by category



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### FSRs - Support Documentation

- $\scriptstyle \succ$  Uploaded <u>at the same time</u> FSR is submitted
- > Include summary report of expenses (General Ledger)
- > Supporting documentation must be maintained on-site



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### FSRs - Support Documentation

Ledger Amount	Total Invoice Amount	Line Item Expenses		For CPRIT Reimbursement
\$3700	\$5000	\$1200	Item 1	\$1200
	-	\$1300	Item 2	-
	-	\$2500	Item 3	\$2500
Total				\$3700

Identify line item expenses for reimbursement when invoices contain multiple items. The expense totals on the FSR should match the expense found in the support documentation and the ledger





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### FSR Travel & Support Documentation

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### FSRs - Travel / Findings & Errors

- > Non-itemized meal receipts
- > Lack of GSA per diem rates for applicable travel expenses
- > Lack of conference/seminar information that an employee is attending, e.g. actual conference dates, location without acronyms
- > Failure to include of hotel folio

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### FSRs - Travel / Findings & Errors

- > Lack of invoices related to travel (meals & taxi/Uber)
- > Receipts need to be legible. Unallowed expenses need to be deducted
- > Grantees should review the travel support thoroughly for accuracy before submitting and have all support behind the travel voucher that it goes with

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### FSRs - Travel / Findings & Errors

- > Grantees should review the travel support thoroughly for accuracy before submitting and have all support behind the travel voucher that it goes with
- > Unallowed costs, illegible receipts, and calculations penciled in with no explanation provided
- Ensure that a complete and accurate expense report is included for all travel expenses including purpose of the trip



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### FSRs - Travel / Findings & Errors

- > Ensure that the itemized meal receipts are legible
- International travel prior approval: Change Not Otherwise Specified (CNOS) must include travel dates, travel destination, estimated costs, purpose of travel and the relation of the trip and the traveler to the award scope of work
- > Issues with multiple meals on one receipt

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### FSRs - Travel / Findings & Errors

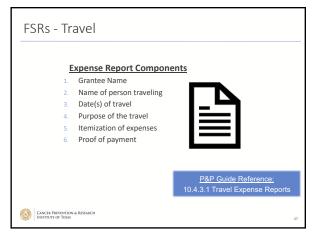
- > Receipts need to be legible. Unallowed expenses need to be deducted
- $\,>\,$  Include printout of GSA rates for meals and lodging in FSR support docs

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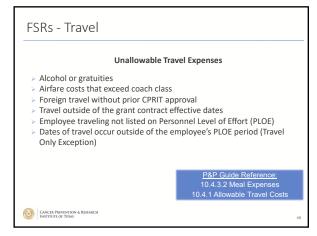
### FSRs - Travel A separate travel expense report should be submitted with all supporting documentation for each trip taken Travel expense reports must be approved by the employee's supervisor

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### FSRs - Travel

- Travel incidentals, meals, and lodging identify which specific supporting documents/amounts are included in each individual amount
- > International travel requires prior approval
- > If splitting with another funding source, show breakdown of CPRIT portion
- Provide itemized receipts for items paid for by credit card for receipt that shows lump sum receipts
- Meal and lodging expenses incurred more than one night before state business begins are not reimbursable unless traveling to the duty point reasonably requires more than one day or the expenses are incurred to qualify for a discount airfare.



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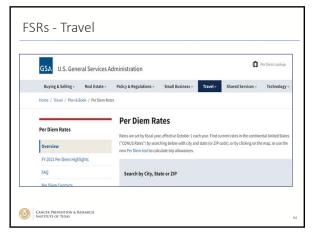
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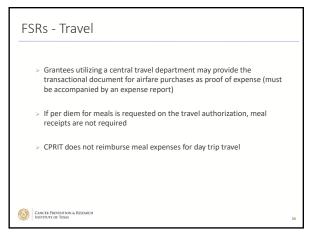


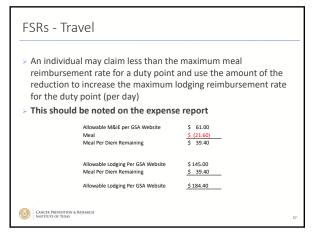
# FSRs - Travel Employee must be listed on the Personnel Level of Effort (PLOE) form Grant funds can only be used to reimburse up to the amount of the GSA per diem rate An expense report should include an attachment of GSA rate printout for the travel location(s)











### FSRs - Foreign Currency

- Grant Recipients should submit requests for reimbursement in United States dollar amounts
- If the original cost is in a foreign currency, the Grant Recipient must convert the cost to a dollar amount and provide documentation of the exchange rate used for the conversion.



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### FSRs – Contractual Travel

Contractual Travel Costs	Required Support Documentation
Airfare	Itemized Amount
Mileage	Itemized Amount
Hotel	Itemized Amount
Meals	Receipts
Taxi/Uber	Receipts

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FSRs - Travel

Q & A

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### Financial Status Reports – Personnel / Fringe



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### FSRs-Personnel/Fringe

### Findings & Errors

- > Missing timesheets
- > Missing certification of time
- Missing payroll ledger
- > Tuition payments employee is not listed on Personnel Level of Effort (PLOE)
- > PLOE not valid for current reporting period
- > Missing breakdown of types of fringe



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### FSRs-Personnel/Fringe

### Timesheets / Records of Actual Time Worked

- > Time sheets or other records of actual hours worked <u>must</u>:
  - > Reflect an after-the-fact distribution of the actual time spent on each activity

P&P Guide Reference: 10.2 Personnel Expense Category

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### Personnel Level of Effort (PLOE)



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### PLOE - Findings & Errors

- > Level of Effort: Maintaining level of effort for PI/Co-PI as approved by SRC/OC to ensure adequate leadership of projects. Strong justifications for decrease will be reviewed along with CPRIT request to reduce the overall budget in ratio to % reduction
- > PLOE needs to be accurate for each employee on the grant
- > PLOEs need to be updated when FSR is submitted, not after-the-fact
- > PLOE for either 0% effort or missing names from payroll and/or travel



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### PLOE - Findings & Errors

- > PLOE: Maintaining a current list of personnel working on projects in CGMS throughout the life cycle of an award
- > Leaving employees off the PLOE or submitting PLOE with employees who are on the payroll, with zero percent level of effort
- > PLOE change requests are submitted incomplete you must complete all the components:
  - > type of appointment
  - > number of months
  - > % effort
  - > justification for the change



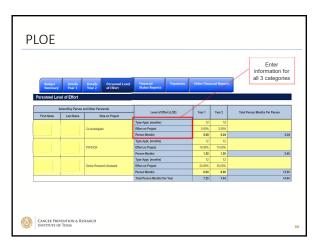
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### PLOE For salary expenses show the position name, title, and level of effort on the PLOE <u>prior</u> to submitting for payment Keep PLOEs current (if end date prior to FSR period, submit new PLOE with FSR)

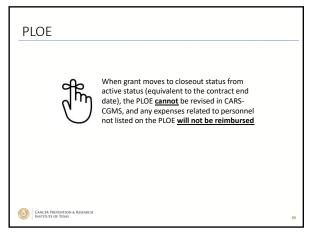
> Update PLOEs prior to submission of the FSR

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### Personnel Level of Effort Form Q&A

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No Cost Extensions (NCE)

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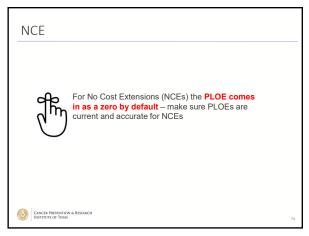
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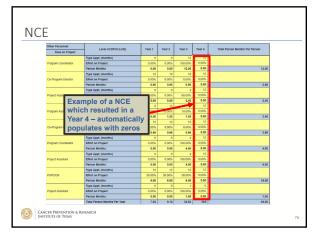
### NCE

- No Cost Extensions- Decisions regarding NCE are based on several factors including the documentation of progress and documentation that the work proposed for the NCE is consistent with the initial award.
- CPRIT will not approve a NCE without a PI level of effort appropriate to scope of work being conducted
- If you receive a no-cost extension, you must complete a PLOE for the extension time period.
- For NCE's, the final report date changes but an additional annual report is required as well as quarterly reports until the end of the contract

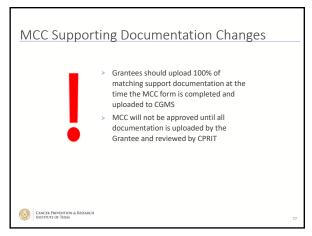
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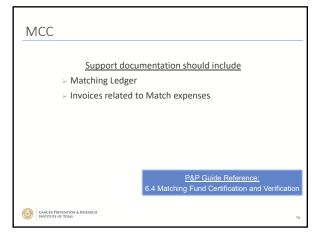
# No Cost Extensions Include time, process and justification requirements Pl needs to have measurable level of effort during an approved NCE In order to receive a no cost extension, a grantee must be in good fiscal and programmatic standing No automatic approval of a grantee's first no cost extension request Must be submitted at least 30 days prior to contract termination but not more than 180 days prior | CONCERTENTION A BASSACCI





## Matching Compliance Certification (MCC)



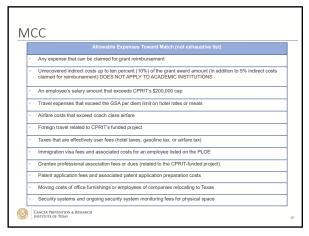


## Institutions of Higher Education may use their Federal Indirect Cost Rate to fulfill match requirement Institutions of Higher Education must upload to each grant record most current indirect cost rate agreement P&P Guide Reference: 6.4 Matching Funds Certification and Verification COMMENT PRINTENSIAN A RESIANCH

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## If a grantee fails to expend its matching funds requirement for the year, the deficiency may be carried forward and added to the matching fund requirement for the next project year so long as: The deficiency is equal to or less than 20% of the total matching funds required for the same period; and The grantee has not previously had a matching funds deficiency.

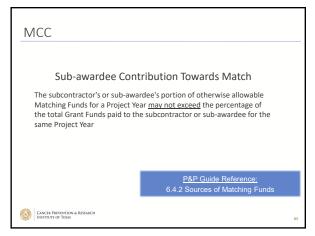
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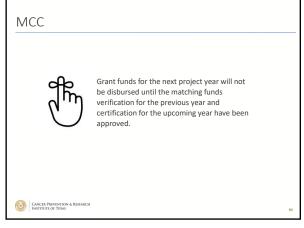
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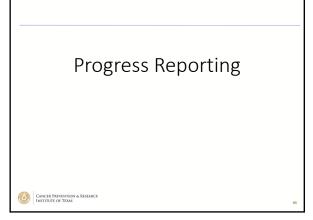
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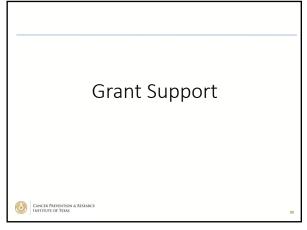
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### Points of Contact

**CGMS Technical Issues?** 

Contact CPRIT Helpdesk Help@CPRITGrants.org

Phone: 866-941-7146

Programmatic/ Content questions?

Contact the CPRIT Program Manager

Financial Questions/Issues?

Contact CPRIT Finance Manager/ Grant Accountant



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### **Contact Information**

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